**Terms of Reference**

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| **TOR Title** | Consultant Basic Needs Assessment | | |
| **Country** | **Lebanon** | **Project Code** | 2023/ACHU/000453 |
| **Duration** | From15/04/2024 to 14/07/2024 | | |

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| **Pillar:** | Basic Needs Assessment |
| **Objective:** | Improved resilience and protection of refugee and Lebanese PwD’s, especially survivors of GBV |
| **Output:** | Improved capacity of PwD, prioritizing women at risk, to meet their basic needs |
| **Activity** | A1.1. Basic Needs Survey (BNS) to priorities (NBS) to priorities beneficiaries |

# PROJECT BACKGROUND

1. General Background

With funding from the Spanish Cooperation Agency (AECID), the Movement for Peace in Lebanon (MPDL), and its partners the Lebanese Society for Studies and Training (LOST) and the Lebanese Union of People with Physical Disabilities (LUPD) are implementing a project: “Improve the resilience of refugee and host population with disabilities, prioritizing women in Lebanon” which focuses on... Improved resilience and protection of refugee and Lebanese PwDs, especially survivors of GBV.

The intervention aims to improve the resilience and protection of the most vulnerable persons with disabilities and their families, both refugees and host communities, with a special focus on women and girls who are survivor of GBV, in the face of the worsening humanitarian crisis in Lebanon. The program will provide unconditional cash distribution services.

The emergency assistance will be distributed to 450 DPs (at least 60% women) in 6 instalments of USD 50 over 12 months. Delivery deadlines will be communicated by SMS and two online monitoring and evaluation surveys will be conducted at the mid-term and at the end of the intervention. The results of the mid-term survey will be used to make any necessary corrections. The final survey will also ask about changes in coping mechanisms, lifestyle. The project will also provide an opportunity

Cash for work for 180 people with disabilities in the Beqaa, which enhances the inclusion of people with disabilities into the field of work after supporting them professionally and practically.

# ASSIGNMENT BACKGROUND AND OBJECTIVES

## 1. Basic Needs Assessment Component Background

The Basic Needs Assessment (BNA) is a multi-sector needs assessment approach that can be applied in both sudden onset and protracted emergencies. The BNA produces a ranking of priorities for assistance as perceived by the population. It provides information on the access, availability, and quality constraints people face in securing what they need from local service providers and markets, and the perceived severity of related humanitarian consequences. The BNA quantifies what basic needs means for a community, why – according to members of that community and its affected households – these needs are unmet, and how they would like to be assisted. This holistic, people-centred approach spans the sectors, bringing them together to consider households’ needs in a shared vision. The BNA can inform response programmes in all humanitarian sectors; however, its findings are best complemented through local experts’ knowledge of the context and in-depth assessments that sectors may require. While the BNA may contribute to addressing existing analysis gaps it is not, nor was it ever intended to be, a silver bullet but rather a complementary tool. The BNA uses both secondary and primary data; the latter is collected in the field using two main data collection techniques, Community Group Discussions (CGDs) and Household interviews (HHIs), which are both contained in the Toolbox alongside with tip sheets on how to use them. When rolled out in sudden-onset emergencies, primary data collection would be streamlined.

The BNA is not cash specific and its application is wider than Multipurpose Grant (MPG) programmes. In fact, it guides through lines of inquiry that would help discerning among different modalities, including in-kind, direct service provision, or cash, based on affected people’s experiences in meeting their basic needs. In doing so, the BNA gives way to the selection of a broader range of response modalities than only the cash-based ones.

**2. The importance of BNA**

The BNA approach includes three major objectives agreed by the largest donors and aid providers in the sector. These main objectives are:

Vulnerability scoring and Prioritization Based on targeted families and Community Needs.

Evidence-Based Decision Making (ECA/ Cash for work/Psychological and mental health intervention…).

Improved Response Modalities.

People-centred response plans shall be primarily informed by people’s priorities and the reasons why their needs remain unmet, as well as by their assistance preferences. Generally, humanitarian needs assessments do not investigate those aspects and, as a result, the choice of assistance modality: kind, direct service delivery, cash-based intervention) is driven by the experience and mandate of the cluster/sector globally and in country. In addition, cluster/sector ability varies significantly in terms of considering cash-based interventions among the possible response options. The BNA builds on an analytical framework that guides the systematic collection, organization, and analysis of secondary and primary data. It allows the identification of unmet basic needs, key priorities and consequently the selection of the most appropriate and proportionate response options.

# SPECIFIC OBJECTIVES

The specific objectives of this TOR are to:

Understand and specify the Needs of the 2000 PWDs and their families.

Data Collection and Analysis.

Informing Response Strategies.

The findings resulted from the basic needs assessment will prioritize beneficiaries for:

* Distribution of unconditional cash assistance to 450 PwD’s at least 60% women in 6 instalments of USD 50 over 12 months.
* 180 of the participants at least 50% women will participate in cash-for work activities.

# Expected Results

The expected results of this Implementation Agreement will be:

1. Updating of the database and identification of 2,000 PWD (at least 60% women) through a needs assessment that assesses the vulnerability of PWD.
2. Criteria for prioritizing the provision of cash assistance and cash for work.
3. This outcome aims to improve the capacities of PwD’s to meet their basic needs. Through the project, vulnerable PwD’s, will receive training on employment and interpersonal skills to increase their resilience and be able to cope with the difficulties of the current socio-economic crisis. In addition, it will seek to respond to the highest priority basic needs through cash assistance.
4. Standards of psychological and social support and assistance In detecting cases of gender-based violence, for example: Family income and expenses, Number of members and health Rehabilitation needs, mental health, The role and status of women, more than A person with a disability in the family.

# SCOPE OF WORK AND METHODOLOGY

Based on the above, MPDL is looking for an individual consultant or study agency to undertake the following:

* The identification of the most severe and pressing unmet basic needs, affected areas, and groups, based on current and forecasted humanitarian outcomes, as perceived by the affected population (severity of deprivation)
* An understanding of the issues experienced by the affected population, due to which they cannot meet their basic needs; they will be referred to as “barriers”.
* An understanding of how households tend to cope with the unmet needs
* An overview of the current primary sources of basic goods and services, and related access, availability, and quality issues (see point above).
* Basic information on the demand for basic goods and services, to inform market assessments
* Information to guide and support the design and planning of subsequent more in-depth assessments and analysis which are often more detailed, operational and sector specific.

## The detailed activities expected to result from this consultation are as follows:

## A. Preparations before the Basic Needs Assessment (BNA)

The individual consultant or company, after being selected by the Movement for Peace organization, must initially review the project documents, the goal it seeks to achieve, meet with the project team and partners, also review the quantitative and qualitative data available to the partners, then prepare a draft of an initial report and present it. The Movement for Peace Organization should review it and develop notes, an action plan, and the necessary tools.

## B. Preparing and providing the Basic Needs Assessment (BNA)

After completing the preparatory stage, and obtaining the organization’s approval of the work plan, the consultant or consulting company must begin collecting data and information by surveying the needs of the potential beneficiaries of this project, starting from the data available to the partners, all the way to new selected samples whose needs will be surveyed. Then prepare a draft report on the findings reached by the consultant or consulting company for the purpose of discussing it and accessing a dashboard that partners can use to identify needs, determine who among the beneficiaries needs this need, led by MPDL.

## C. Post- Basic Needs Assessment (BNA)

In the final stage, the consultant or consulting company must deliver the final report, amended according to the observations of the project team and partners. Then, a list of the needs found in the survey was presented, along with recommendations from the researchers regarding their differential priorities for the population and refugees, especially the needs of women and people with disabilities in the Beqaa.

And also deliver and train the team on how to work with the scanned data.

# DELIVERABLES

The implementing agency is expected to fulfill the required tasks and execute the deliverables in the timeframe given below:

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| **Deliverables** | **Indicative Deadline** |
| Detailed technical and financial quotation | Before the end of the publication period |
| Agreement with the BNA Agency | One week after shortlisted |
| View project documents and partners’ data | One week after signing the contract |
| Submit the initial report with survey tools | One week after View project documents and partners’ data |

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| Training the work team and partners on how to use the collected data | After one week |
| Delivering recommendations regarding needs and priorities | After one week of training the project team |
| Final report | Last week |

**All payments will be processed upon the satisfactory submission and project clearance on the deliverables and upon the submission of all the supporting documents, annexes, reports and invoices deemed necessary by the project**

# SELECTION CRITERIA OF IMPLEMENTING AGENCY

* Only proposals received from registered researcher agency operating in Lebanon will be considered.
* The MPDL invites technical and financial proposals from qualified individual or agency having relevant experience in delivering similar money transfer services as mentioned in this Terms of Reference (TOR). Technically responsive and financially viable agency/entity will be chosen following MPDL’s procurement rules/procedures on evaluation by MPDL team of professionals.
* Cumulative Evaluation Method will be used for this procurement exercise and Contract will be awarded to highest scorer(s) in Cumulative analysis considering Technical and Financial Evaluation:

## 1. Technical Proposal (70%)

The Technical proposal will contain 70% weight, whereas Technical Evaluation passing score is 50%. **Any applying entity that scores less than 50% in Technical Evaluation shall not be considered for financial evaluation**.

**The technical proposal is expected to be submitted by the bidders in the following structure:**

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| 1. CV for individuel consultant or institution’s profile demonstrating required capacity and local presence/activities in Beqaa (Barillias, Zahli and Baalbek...), summarizing past experience and works undertaken in providing trainings and works with refugee and host community. |
| 1. Detailed description of relevant past works and assignments related to BNA services (Research & consultancy and other services) |
| 2. Summary of the proposed methodology, implementation plan and M&E. |
| 3. Detailed work plan with a timetable related to the different activities |
| 4. CVs of Team leader and all staff involved in the project implementation demonstrating their capacity to conduct the assignment |
| 5. Foreseen challenges during the implementation of the project and mitigation methods. |

The Technical proposals will be evaluated in accordance with the criteria stated below:

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|  | **Description of Technical Evaluation** | **Score** |
| 1. | Relevant Experience of the applying company/person in research and assessment. | 10% |
| 3. | Being familiar with disability issues should be an added value that support the consultant during the preparation of this assessment. | 10% |
| 4. | Clarity and soundness of the technical proposal | 15% |
| 5. | Process of implementation | 15% |
| 6. | Human Resources proposed and committed for the assignment (qualification and experience) + detailed CV | 10% |
| 7. | Previous experience working with the INGO’s | 10% |

*Clarity of the proposal, provision of all required documentation, and innovative delivery are considered as a cross cutting measurement* criteria

## 2. Financial Proposal (30%)

The financial proposal will contain 30% weight. The bidders shall complete the financial proposal using an excel sheet and submit both the Excel version and the Pdf version. The financial proposal shall demonstrate:

## • Activity costs (telecommunications, transportations,)

## • Administrative costs (team leader, enumerator, admin/fin support…)

## • Overhead costs and other costs associated with the intervention (including TVA, printing,)

## • Logistics costs

The financial proposal will be evaluated based on price reasonableness and overall cost.

**Please note that these terms of reference specify that the consulting agency or individual consultant is required to deliver a needs report, and the tools used to survey the needs; However, due to the current conditions in the country or for any other reason, the actual number of beneficiaries interviewed and their needs identified may be less than 2,000, in which case MPDL will compensate the counseling agency or individual consultant for the number of beneficiaries successfully interviewed.**

# SUPERVISION AND LOGISTICAL ARRANGEMENTS

All activities within the scope of this Terms of Reference will be carried out under the overall supervision of the Skills and Enterprise officer in MPDL and the overall guidance of MPDL Chief Technical Advisor with support from the regional enterprise development specialist.

Deliverables shall be submitted in line with the requirements explained in this TOR within the deadlines. The deliverables are subject to the approval of the MPDL.

# TIME FRAME

This contract will be implemented over a period of around 3 months from the date of agreement signature - including the preparation phase. The Supplier is responsible for informing the Technical Officer in advance in case of any unforeseen delays or changes. The agreement is tentatively expected to start by 15th of April 2024 and end by 14th of July 2025.

# PROPOSAL SUBMISSION PROCEDURE

Please send relevant questions to the following contacts of MPDL:

Email: [projects.lebanon@mpdl.org](mailto:projects.lebanon@mpdl.org)

And cc: [lebanon.admin@mpdl.org](mailto:lebanon.admin@mpdl.org)

The MPDL will provide feedback on your queries by **14 April 2024**

The **deadline for submission of technical and financial proposals is 8th of April 2024, 2:00 pm Beirut time,** to be scored according to the technical evaluation table mentioned above combined with the financial proposal.

**Late applications will not be considered.**

# PAYMENT SCHEDULE

The Payment will be performed via bank transfer upon satisfactory submission of deliverables to the MPDL .

All data and information received from MPDL for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference (TOR). The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the express advance written authorization of the MPDL. All intellectual property rights arising from the execution of these TOR are assigned to the MPDL. The intellectual property rights of the materials modified through the assignment remains with the MPDL.